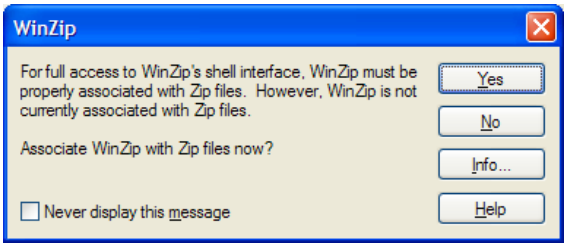
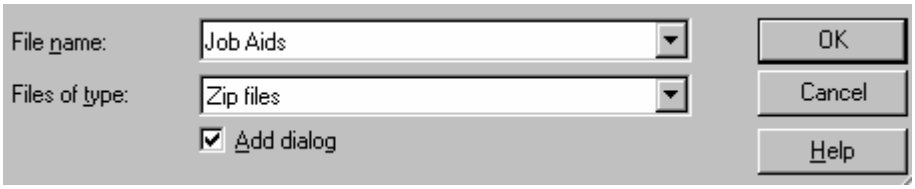
How to Compress or Decompress Files and Directories with WinZip

Steps to Compress

This job aid will show you how to compress files and/or directories using the WinZip program. There are many options within the WinZip program. This job aid will step through using the default settings. For more information, use the HELP function within the WinZip program.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Click on the START button >> Programs >> WinZip >> WinZip 9.0</td></tr>
<tr><td>2.</td><td>Click the Close button to close the WinZip "Tip of The Day".</td></tr>
<tr><td>3.</td><td>
<table>
<tr><th>If…</th><th>Then.</th></tr>
<tr><td>A file association dialog box appears as below:
 
</td><td>Click Yes to associate .zip files with this application.</td></tr>
<tr><td>If a WinZip file association dialog does not appear…</td><td>Go to the next step.</td></tr>
</table>
</td></tr>
<tr><td>4.</td><td>Click the New tool.

Note: Zipping means creating a new ZIP file, then compressing the files/folders you select in later steps into this ZIP file.</td></tr>
<tr><td>5.</td><td>In the New Archive window select the pull down next to the Save In section to navigate to the location you wish to keep the zipped files/directory.
</td></tr>
<tr><td>6.</td><td>In the File Name box, type in what you want to name the zipped file. Keep in mind that you can compress multiple files/directories into one zipped file. Choose a descriptive name that represents the files to be compressed to this zipped file.</td></tr>
</table>

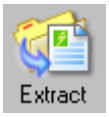
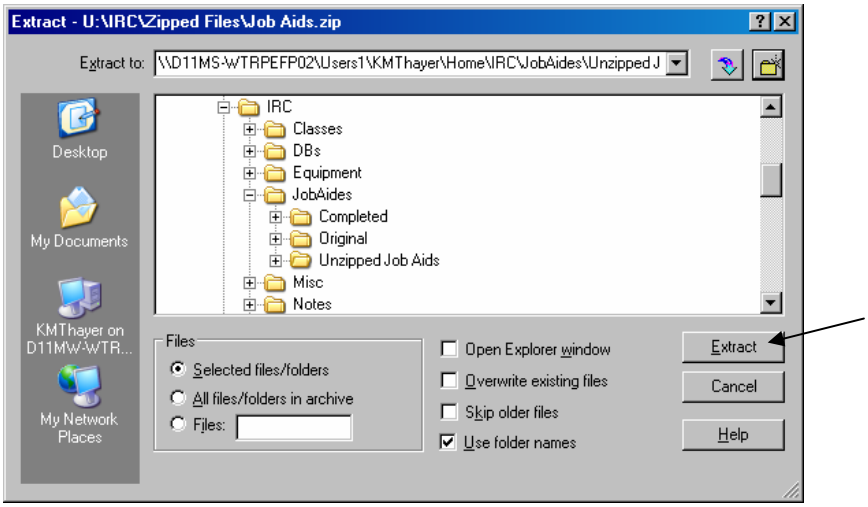
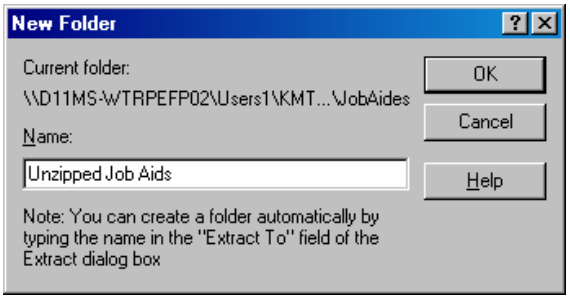
	
7.	Click the **OK** button.
8.	In the **Add** window, use the **Look In**: pull-down to **navigate to the files/folders** you wish to compress.
9.	<table><tr><th>If…</th><th>Then.</th></tr><tr><td>You want to compress the entire folder you are currently viewing …</td><td>Click the **Add with wildcards** button. This will keep the directory and sub-directory structure in tact.</td></tr><tr><td>You want to selectively add individual files…</td><td>A. **Highlight the files** you wish to compress, by clicking once on the file or folder name. B. Click the **Add** button. Hint: Hold down the Ctrl or Shift key to select multiple files before clicking the Add button.</td></tr></table>
10.	To compress additional files with the same Zip file, click the **ADD** button, and repeat steps 8-10 Note: you can add additional files at any time by opening the Zipped file and clicking the **Add** button.
11.	Close the WinZip application window. Either click the at the top right of the Window OR menu **File** >> **Exit**.

Steps to Extraction

This job aid will show you how to extract files/directories using the WinZip program. There are many options within the WinZip program. This job aid will step through using the default settings. For more information, use the HELP function within the WinZip program.

NOTE: It is possible to view/edit the contents of a zipped file without extracting (decompressing) it using the View button on WinZip's toolbar.

Step	Action
1.	Double-click the **Zipped file** from which you wish to extract files. WinZip

	will launch.
2.	**Highlight** each file/directory you wish to extract (decompress) by clicking once on it. Hint: Hold down the Ctrl or Shift key to select multiple files/directories.
3.	Click the **Extract** button. 
4.	In the Extract window, navigate to where you want to extract the files.  If necessary, use the New Folder button to create a folder. 
5.	Click the **Extract** button. The file(s)/Directory(s) will be extracted (decompressed) to the location you selected. Note: Extracting a file does not delete it from the Zipped file